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# Chris Swope

## Lansing City Clerk

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### Transient Merchant License Application

(City Codified Ordinances – Chapter 844.01 – 844.99)  
<http://mi-lansing.civicplus.com/171/Business-Licenses>

#### Applicant Checklist: (Ensure All Items Completed)

Payment: ☐

Notarized: ☐

Additional Requirements: ☐

Treasury Form Complete: ☐

Application Complete: ☐

Notarization can be done  
in City Clerk's office.

#### ANNUAL NON-REFUNDABLE LICENSE FEE:

\$75 per Location

**BACKGROUND CHECK FEE:** \$25.00 for each person to be licensed.

#### ADDITIONAL REQUIREMENTS:

- Fingerprints (may be obtained in LPD office).
- Two small size 2" X 2" photos (photos can be taken in Clerks Office for \$10).
- If you are working for someone else, you must furnish credentials showing your legal authority to act as a representative for them.

***Transient merchant, itinerant merchant or itinerant vendor*** means any person, whether as owner, agent, consignee or employee, whether a resident of the City or not, who engages in a temporary business of selling and delivering goods, wares and merchandise within the City, and who, in furtherance of such purpose, **hires, leases, uses or occupies any building, structure, motor vehicle, tent, railroad box car, boat, hotel room, lodging house, apartment, shop, street, alley or other place in the City, for the exhibition and sale of such goods, wares and merchandise, either privately or at public auction.** Such definition shall not be construed to include any person who, while occupying such temporary location, does not sell from stock, but exhibits samples only for the purpose of securing orders for future delivery. The person so engaged shall not be relieved from complying with Sections [844.01](#) to [844.18](#) merely by reason of association temporarily with any local dealer, trader, merchant or auctioneer, or by conducting such transient business in connection with, as a part of, or in the name of, any local dealer, trader, merchant or auctioneer.

(Ord. No. 1139, § 1, 5-4-09)

Lansing City Clerk's Office  
Ninth Floor, City Hall, 124 W. Michigan Ave., Lansing, MI 48933-1695  
517-483-4131 • 517-377-0068 FAX  
[www.lansingmi.gov/clerk](http://www.lansingmi.gov/clerk) • [city.clerk@lansing.mi.gov](mailto:city.clerk@lansing.mi.gov)

<b>Business Name</b>		<b>Business Phone Number</b>	
<b>DBA</b>			
<b>Business Address</b>	<b>City</b>	<b>State, Zip</b>	

<b>Business Owner</b>		<b>Owner Phone Number</b>	
<b>Owner Address</b>	<b>City</b>	<b>State, Zip</b>	
<b>Owner Email Address</b>			

Same as above: ☐

<b>Applicant Name</b>		<b>Applicant Phone Number</b>	
<b>Applicant Address</b>	<b>City</b>	<b>State, Zip</b>	
<b>Applicant Email Address</b>		<b>Applicant DOB (MM/DD/YY)</b>	

<b>Applicant Height</b>	<b>Applicant Weight</b>
<b>Applicant Hair Color</b>	<b>Applicant Eye Color</b>

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### Vehicles to be used:

<b>Make</b>	<b>Model</b>	<b>Color</b>
<b>License Plate</b>	<b>Vin #</b>	
<b>Make</b>	<b>Model</b>	<b>Color</b>
<b>License Plate</b>	<b>Vin #</b>	

**Anticipated/Desired Starting Date:** \_\_\_\_\_

**Length of time:** \_\_\_\_\_

☐ All other appropriate licenses or certifications required by law to conduct this business have been obtained.

Have you ever been convicted of any crime, misdemeanor, or violation of any municipal ordinance?

☐ Yes

☐ No

If yes, what was the nature of the offense and what penalty was imposed?

\_\_\_\_\_  
\_\_\_\_\_

Describe the nature of the business and the goods to be sold. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If goods to be sold are farm or orchard products, were they produced or grown by you? ☐ Yes ☐ No

Please state (1) where the goods to be sold are manufactured or produced, (2) current location of goods, and (3) proposed method of delivery.

\_\_\_\_\_  
\_\_\_\_\_

By my signature, I swear (or affirm) that all information provided in this application is true.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

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Additional Information for Transient Merchant License

List each location where business will be conducted.

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State the name of person having management or supervision of the applicant's business, their local and permanent address.

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List any place, other than the permanent place of business, where you conducted transient business within the last six months.

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What are the nature, character, and quality of items to be sold or offered for sale?

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Will items be sold from stock in possession or will orders be taken for future delivery?

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What is the nature and character of any advertising?

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An applicant for a license to do business as a **transient merchant** shall, in addition to supplying the information required by subsection (a) hereof, file a statement showing:

(1)

The name of the person having the management or supervision of the applicant's business during the time that it is proposed that it will be carried on in the City; the local address of such person while engaged in such business; the permanent address of such person; the capacity in which such person will act (that is, whether as proprietor, agent or otherwise); the name and address of the person, firm or corporation for whose account the business will be carried on, if any; and, if a corporation, under the laws of what state the same is incorporated;

(2)

The place in the City where it is proposed to carry on the applicant's business, which place shall not be within 300 feet of a permanent business dealing in the same goods;

(3)

The place, other than the permanent place of business of the applicant, where the applicant, within the six months preceding the date of such application, conducted a transient business, stating the nature thereof and giving the post office and street address of any building or office in which such business was conducted;

(4)

The nature, character and quality of the goods, wares or merchandise to be sold or offered for sale by the applicant in the City; the invoice value and quantity of such goods, wares and merchandise; whether the same are proposed to be sold from stock in possession, from stock in possession and by sample, at auction, by direct sale or by the taking of orders for future delivery; where the goods or property proposed to be sold are manufactured or produced; and where such goods or products are located at the time the application is filed;

(5)

The nature and character of the advertising done or proposed to be done in order to attract customers. If required by the City Clerk, copies of all such advertising, whether by handbills, circulars, newspaper advertising or otherwise, shall be attached to such application as exhibits thereof.

(6)

Credentials from the person for whom the applicant proposes to do business, authorizing the applicant to act as such representative; and

(7)

Such other reasonable information as to the identity or character of the person having the management or supervision of the applicant's business, or as to the method or plan of doing such business, as the City Clerk may deem proper to fulfill the purpose of this chapter in the protection of the public good.

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## **NOTARY USE ONLY**

Subscribed and sworn to before me by \_\_\_\_\_ on this  
day (MM/DD/YYYY) \_\_\_\_\_, acting in the County of \_\_\_\_\_,  
Michigan.

Signature of Notary \_\_\_\_\_

Printed Name of Notary \_\_\_\_\_

County of Notary Commission \_\_\_\_\_

Commission Expiration Date \_\_\_\_\_

## **OFFICIAL USE ONLY**

Approvals:

\_\_\_\_\_  
Police Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Treasurer

\_\_\_\_\_  
Date

### **OFFICIAL USE**

Amount paid: \_\_\_\_\_

Date paid: \_\_\_\_\_

License #: \_\_\_\_\_

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VIRG BERNERO, MAYOR

CITY TREASURER \* INCOME TAX DIVISION  
(517) 483-4121 (517) 483-4114

1<sup>ST</sup> Floor – City Hall  
124 West Michigan Avenue  
Lansing MI 48933

## **LANSING TREASURY INFORMATION REQUEST**

**Complete a separate form for each individual subject to verification**

### **Applicant/Employee Information**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ Since \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Driver's License #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

### **Employer/Business Information**

Corporate Name: \_\_\_\_\_

Doing Business As: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Business Phone #: \_\_\_\_\_

Federal Employer Identification #: \_\_\_\_\_

Do you, or any of these businesses, owe the City money for any reason? Yes \_\_\_\_ No \_\_\_\_

If Yes, for what reason? \_\_\_\_\_

Name of any other Lansing area business in which your ownership participation exceeds 25% \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## Criminal History Conviction Record Check

**Chris Swope**  
Lansing City Clerk

### Authorization

As part of the Licensing process, we need you to complete the background and criminal history record check authorization below. This information must be returned with your application to the Lansing City Clerk's Office, 9th Floor City Hall, 124 W. Michigan Ave., Lansing, MI 48933. Please call us at (517) 483-4133 if you have any questions.

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**Complete a separate form for each individual subject to background check.**

Date: \_\_\_\_\_

I \_\_\_\_\_ authorize the release of any and all information from any appropriate agency regarding my criminal conviction history to the Lansing City Clerk's Office. I understand that my ethnicity, date of birth, sex and my age will not be made a part of my Application and that none of these four (4) items will be considered in the review of my License.

I acknowledge that a complete full background investigation, including, but not, limited to a State Police Criminal Conviction Record Check will be done.

I further understand that the Lansing City Clerk's Office has the right to deny my License based upon the results of this investigation.

(Please Print Clearly)

Full Name: \_\_\_\_\_  
First Middle Last Maiden/Other

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_

Social Security No: \_\_\_\_\_ Driver's License # \_\_\_\_\_

List all names ever used: \_\_\_\_\_

\_\_\_\_\_  
Signature

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